

Knowledge  
Is The Key



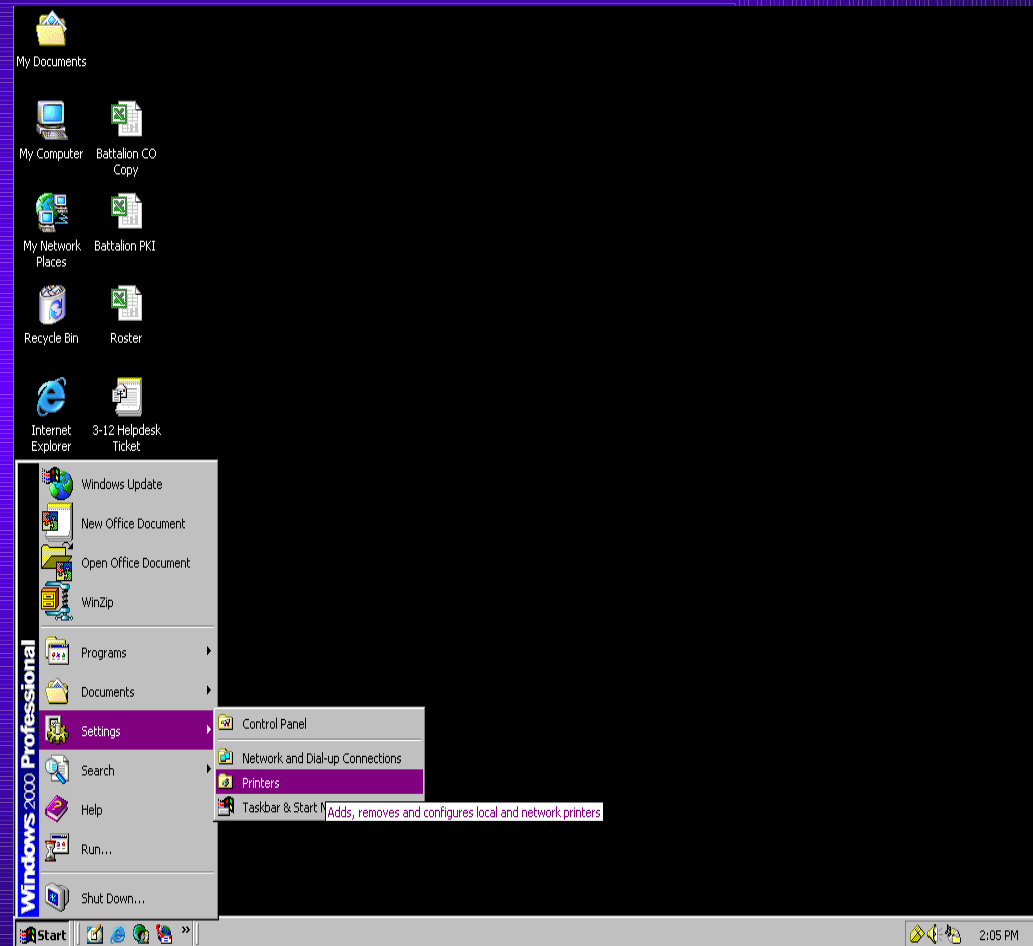
# Configuring Network Printer



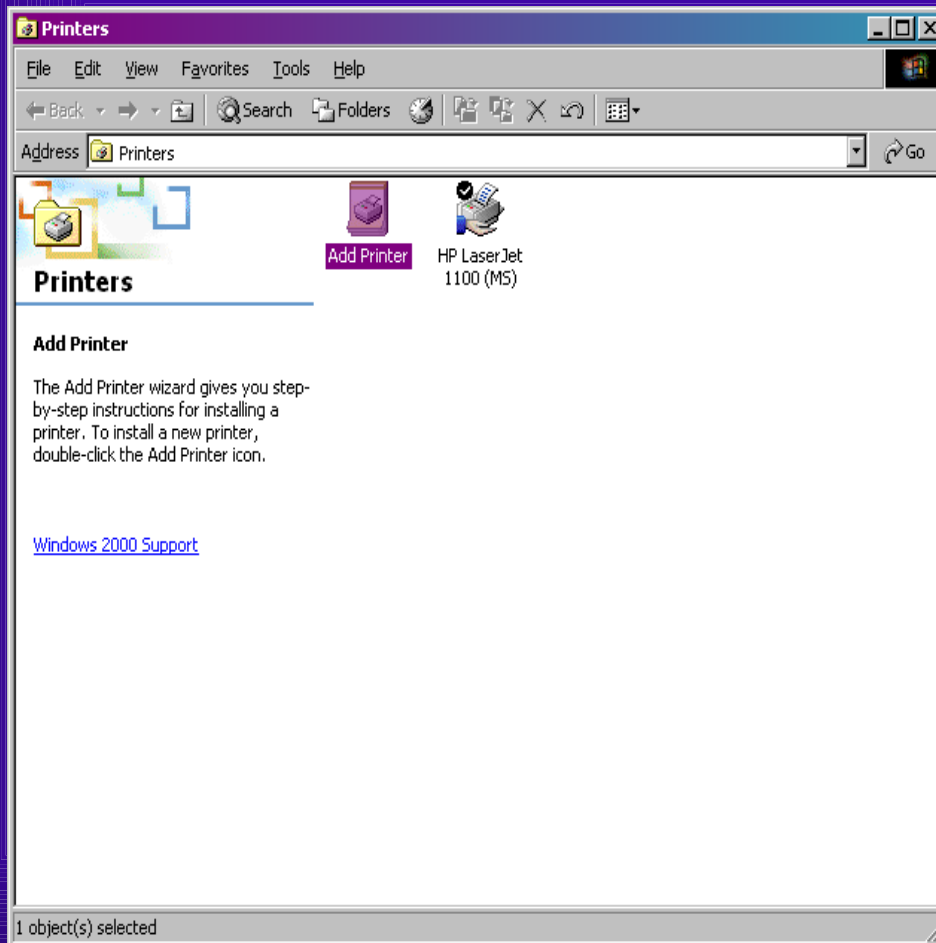
3/12 ISMO

# Configuring Network Printer

- ◆ Click Start, Settings, and Printers.



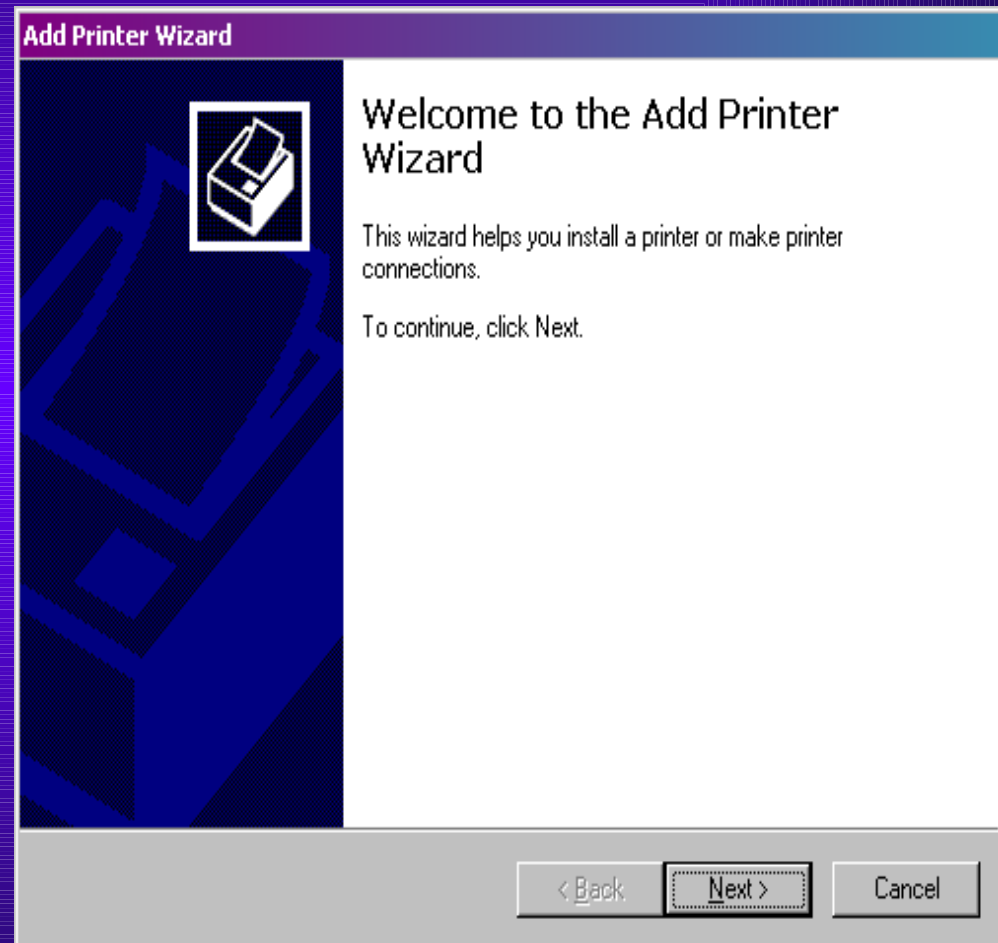
# Configuring Network Printer




- ◆ Click Add Printer

# Configuring Network Printer

- ◆ The Add Printer Wizard will appear.
- ◆ Click Next.



# Configuring Network Printer



**Add Printer Wizard**

**Local or Network Printer**  
Is the printer attached to your computer?

If the printer is directly attached to your computer, click Local printer. If it is attached to another computer, or directly to the network, click Network printer.

☐ Local printer  
☒ Automatically detect and install my Plug and Play printer

☒ Network printer

< Back   Next >   Cancel


- ◆ Click Network Printer
- ◆ Click Next

# Configuring Network Printer

- ◆ If you know the computer name the printer is connected to and the share name of the printer you can type it in here.
- ◆ If you don't click Next.

**Add Printer Wizard**

**Locate Your Printer**  
How do you want to locate your printer?



If you don't know the name of the printer, you can browse for one on the network.

What do you want to do?

☒ Type the printer name, or click Next to browse for a printer

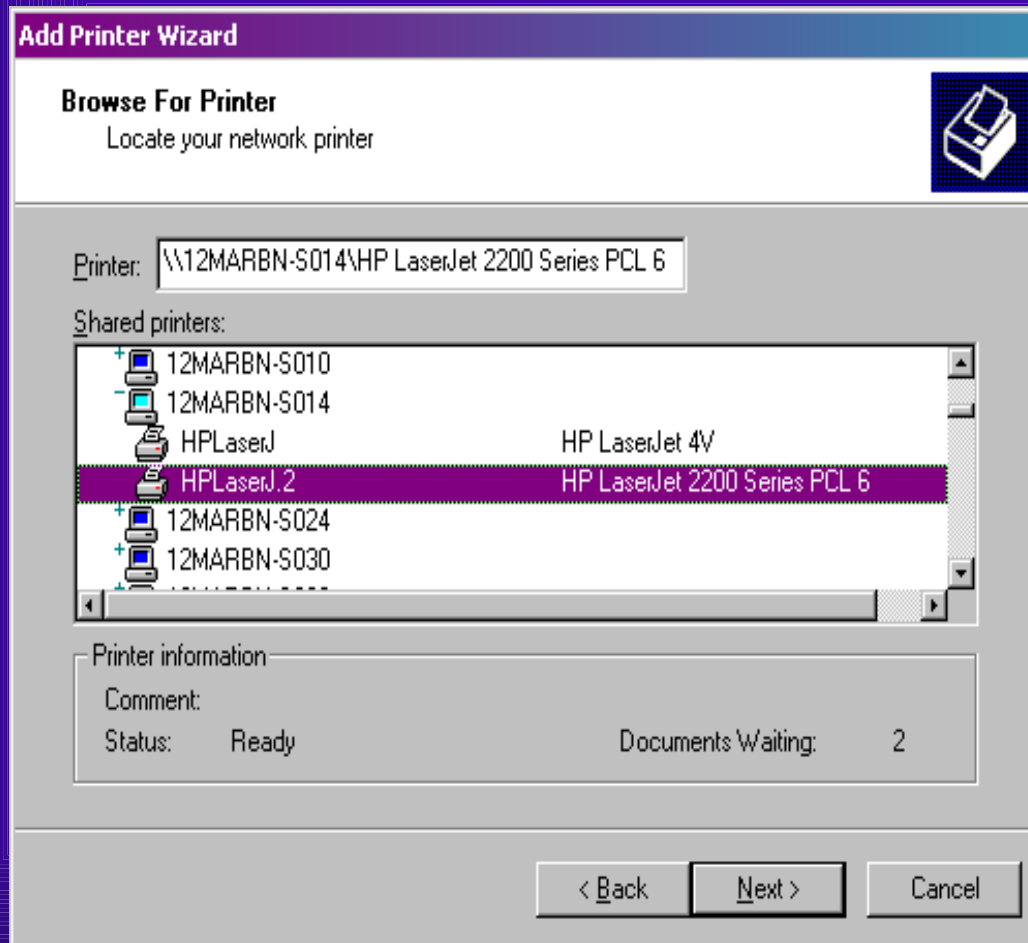
Name:

☐ Connect to a printer on the Internet or on your intranet

URL:

< Back   Next >   Cancel

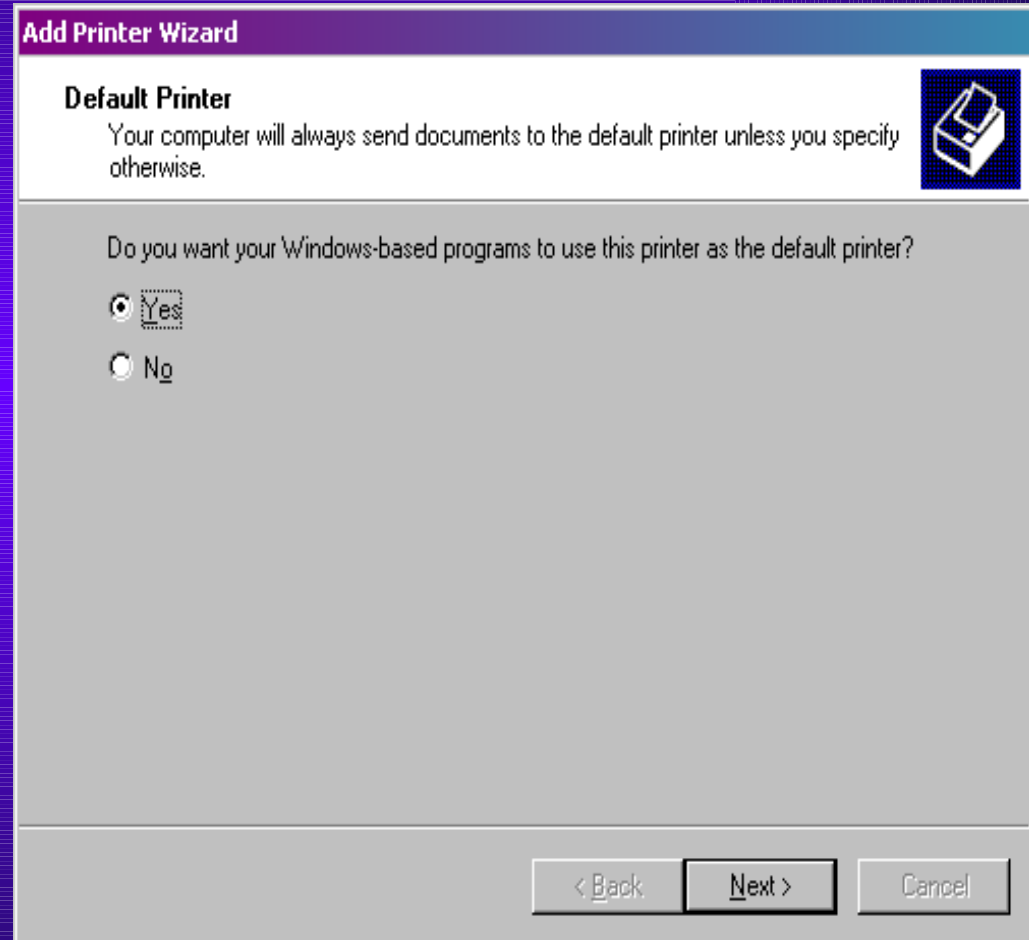
# Configuring Network Printer



- ◆ Find the computer that the printer is connected to(ex. 12marbn-s014).
- ◆ Double click on it and all the shared printers that is on that computer will appear.
- ◆ Click on the one that you want to use.
- ◆ Click Next.

# Configuring Network Printer

- ◆ If you want to make that printer your default printer (it will automatically print to this printer) click yes.
- ◆ Click Next.



**Add Printer Wizard**

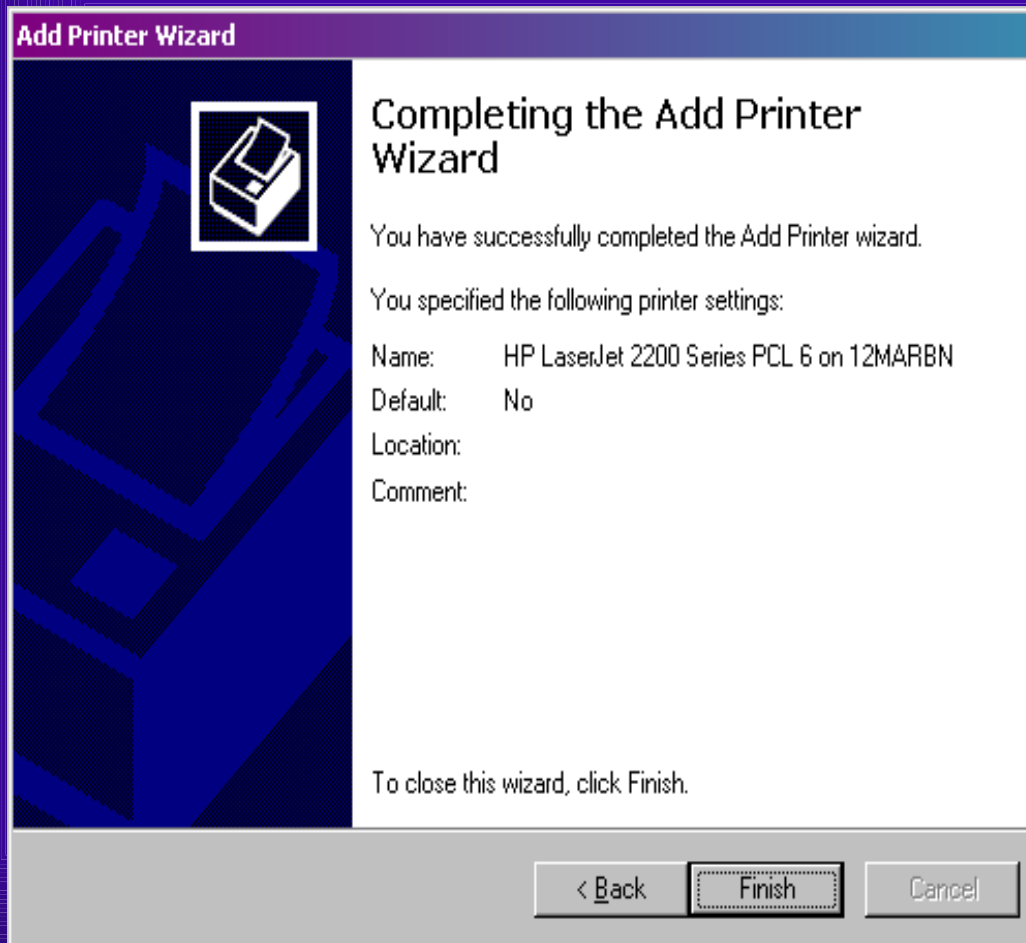
**Default Printer**  
Your computer will always send documents to the default printer unless you specify otherwise.

Do you want your Windows-based programs to use this printer as the default printer?

☒ Yes  
☐ No

< Back   Next >   Cancel

# Configuring Network Printer



- ◆ Click Finish.
- ◆ Your Network printer is now setup.

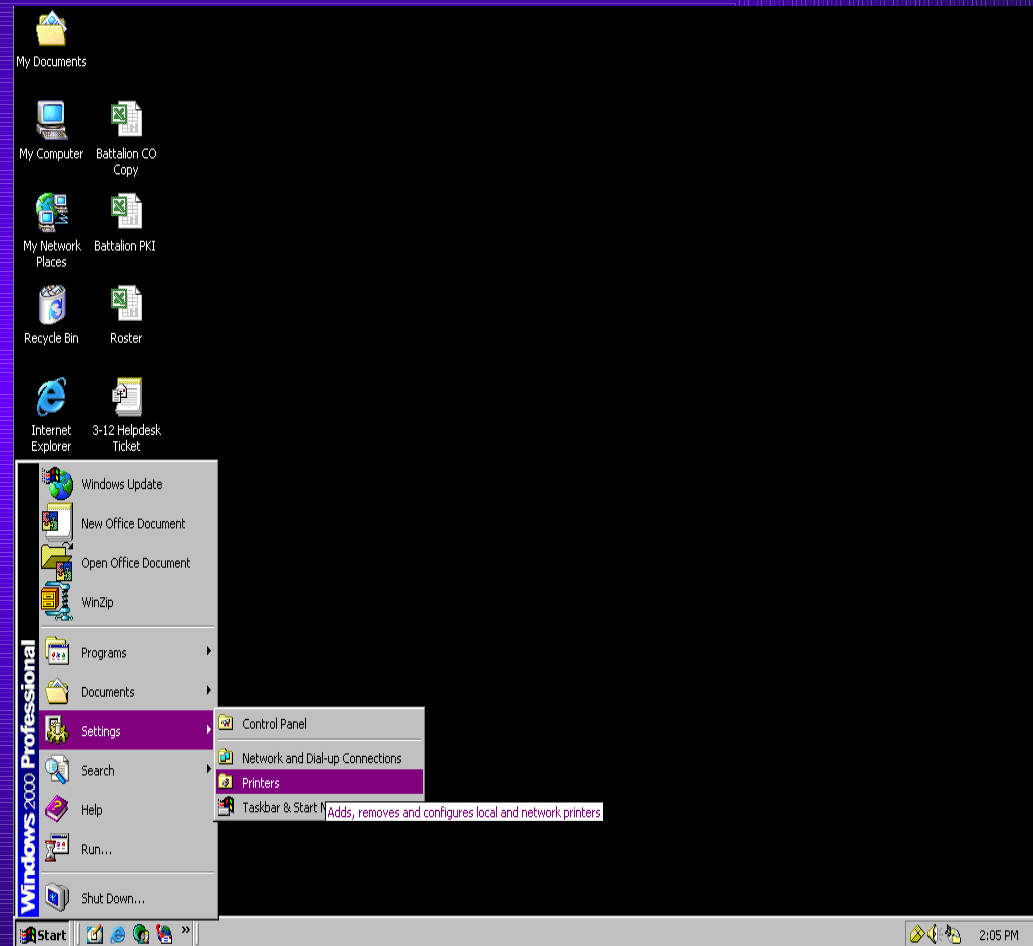


# Configuring Network Printer

How to print out a test page.

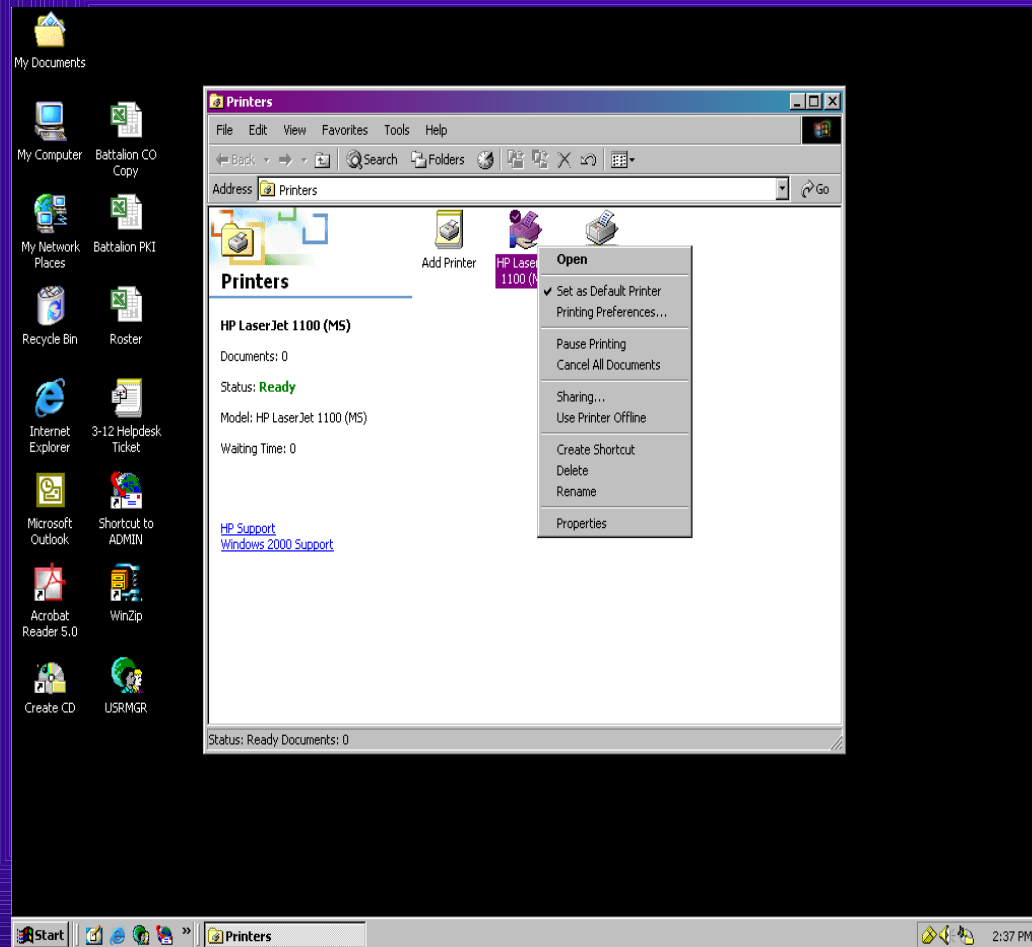
# Configuring Network Printer

- ◆ Click Start, Settings, and Printers.



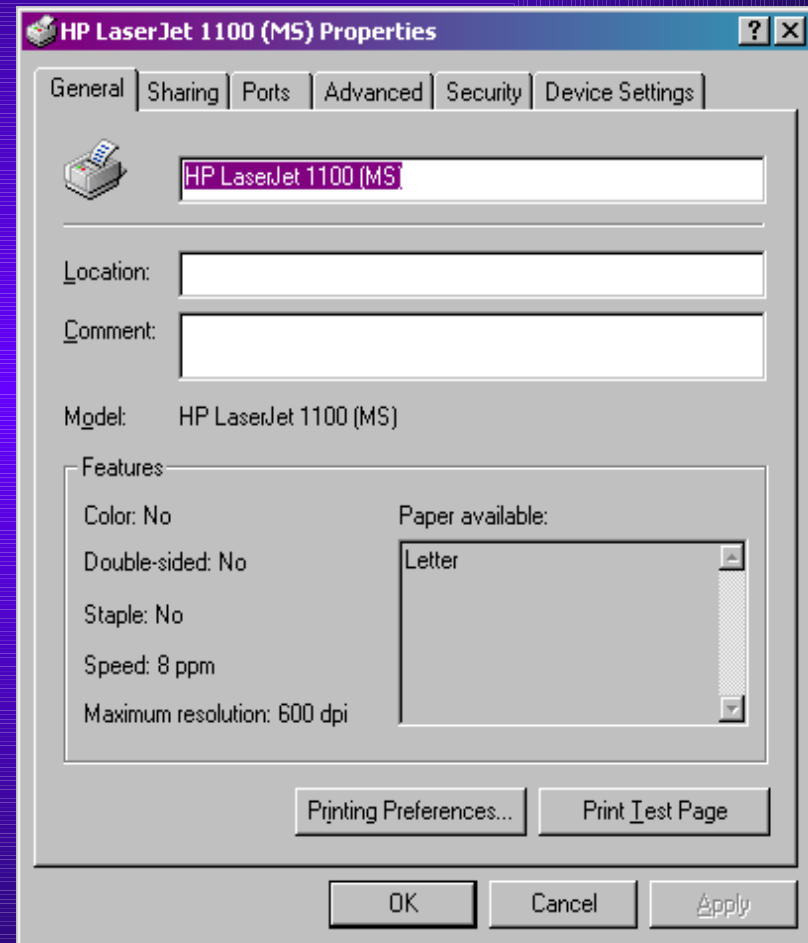
# Configuring Network Printer

- ◆ Right Click on the printer icon and go to properties.



# Configuring Network Printer

- ◆ Click the Print Test Page Button.
- ◆ A test page should now print out.





# Got Questions ?

E-mail or call 3-  
12Helpdesk

3-  
12helpdesk@3div.usmc.mi  
1  
623-4294